

# Little Steps and Dreams LLC. Daycare

## Policies for Charges and Services

Welcome to Little Steps and Dreams! We provide a safe, dedicated, and educational environment for your child. To ensure a smooth and fair experience for all families, we have established the following policies regarding our services and charges. Please read this document carefully and feel free to ask any questions.

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### 1. Enrollment and Registration.

- **Registration Fee:** A non-refundable registration fee of **\$50.00** per child is required at the time of enrollment. This fee covers the administrative costs of processing your application and securing a 2-week spot for your child. After this period, the spot will go to the next person on the waiting list.
- **Enrollment Forms:** All required enrollment forms, including emergency contact information, medical records, and immunization forms, must be **completed and submitted at least one week (7 days) before** your child's first day of attendance. This ensures we have all the necessary information to provide the best and safest care for your child.
- **Enrollment Agreement:** Your signed enrollment forms and payment of the registration fee serve as your agreement to our policies and secure your child's placement.

### 2. Tuition and Payments *(Please select an option)*

- **Tuition Rates:** Our tuition is based on your children's age group *(Part-time 2 days a week)*:
  - Under 1 year old:* (Full-time) **\$257.00** per week \_\_\_ (Part-time) **\$200.00** per week \_\_\_
  - 1 year old to 3 years old:* (Full-time) **\$237.00** per week \_\_\_ (Part-time) **\$190.00** per week \_\_\_
  - 3 years and older:* (Full-time) **\$206.00** per week \_\_\_ (Part-time) **\$180.00** per week \_\_\_

- **Payment Schedule:** Tuition is due in advance every week, no later than **Monday by 5:30 PM**. Payments are considered late if not received by this time.
- **Late Payment Fee:** A **late fee of \$20.00** will be charged for each business day the payment is past the due date. This fee will begin on Tuesday morning.
- **Emergency Late Payment Communication:** If you anticipate a late payment due to an emergency, you must communicate with the center promptly. We may allow for a grace period of up to three days. If payment is not made by the end of the third day, the late fee of \$20.00 per day will be charged retroactively from the original due date.

### **3. Discounts** *(only one discount applies per child at any given time)*

- **Military Discount:** We offer a **5% military discount** on the weekly tuition rate for all active-duty military families.
- **Monthly Payment Discount:** A **5% discount** will be applied to your total tuition if you choose to pay in full for the entire month in advance.
- **Vacation Discount:** Each child is eligible for a **20% discount** on their weekly tuition for up to two weeks per calendar year for family vacations. To receive this discount, you must notify the daycare in writing at least two weeks in advance.
- **Employee Discount:** First child is eligible for a 20% discount if the parent works for the center, second child is eligible for 10 % as well as every other child for employees.

### **4. Schedule and Late Pick-Up**

- **Hours of Operation:** Little Steps and Dreams is open Monday through Friday from **7:00 AM to 5:30 PM**.
- **Holiday Closings:** We are closed on all federal holidays. Tuition is still due for these weeks to maintain your child's spot.
- **Late Pick-Up Fee:** It is crucial to pick up your child on time. A late fee will be charged as follows:

- **\$5.00 per minute** for the first 15 minutes after 5:30 PM.
- **\$10.00 per minute** after the first 15 minutes, up to one hour.
- **Unclaimed Child Policy:** After numerous attempts to contact a parent and their emergency contacts, and after one hour past closing time, the proper authorities (such as Child Protective Services or local police) will be contacted to ensure your child's safety.

## 5. Services and General Policies

- **Meals and Snacks:** Tuition includes a nutritious **breakfast, a warm lunch, and an afternoon snack** that meet USDA nutritional guidelines.
- **Absences:** Tuition is still due in full regardless of your child's attendance due to illness, unless you are using one of your two eligible vacation weeks.

## 6. Termination of Services

- **Parent-Initiated Withdrawal:** If you choose to withdraw your child from our program, you must provide a **two-week written notice**. If this notice is not provided, you will be responsible for paying tuition for the two weeks.
- **Provider-Initiated Termination:** We reserve the right to terminate this agreement for reasons including, but not limited to:
  - Persistent late payments or non-payment of tuition and fees.
  - Failure to adhere to the policies outlined in this handbook.
  - Consistent late pick-ups.
  - Your child's needs cannot be adequately met by our program, as determined by the director.

## Parent/Guardian Agreement

I/We have read, understood, and agree to abide by the policies and procedures set forth by Little Steps and Dreams, LLC Daycare regarding charges and services.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

